

AWARDS FOR RECORDS MANAGEMENT WILL BE GIVEN IN THE FOLLOWING THREE AREAS:

1. “Support of Enterprise Records Management Solutions”

This award recognizes significant contributions in support of enterprise records management solutions. Criteria may include, but is not limited to the following:

- 1) Sharing unique solutions that result in use at multiple sites.
- 2) Engaging in initiatives that will contribute to Department-wide program improvements.
- 3) Assuming a lead role in seeking solutions to specific enterprise-wide issues.

Supporting documentation should include, but is not limited to:

- Description of the issue or solution
- Listing of sites that have implemented the solution
- A charter outlining work to be performed and expected results

2. “Implementation of Efficiencies in Records Management”

This award recognizes the identification and implementation of efficiencies in records management in Headquarters and Field programs. Criteria may include, but is not limited to the following:

- 1) Identification and implementation of cost efficiencies in:
 - Records storage
 - Management or elimination of legacy e-records systems
 - Records cleanup initiatives
- 2) Implementation of technical solutions to better capture/manage/retrieve:
 - E-records
 - E-mail
- 3) Implementation of new or improved processes and procedures that resulted in efficiencies/reductions in manpower, cost savings, or cost avoidances.

Supporting documentation should include, but is not limited to:

- Studies and reports, including recommendations
- Implementation plans
- Analysis of cost savings/avoidances
- Description of technical solution, purpose, costs and results expected
- Copy of new processes and procedures and the efficiencies to be gained

3. Excellence in Records Management

This award recognizes excellence in Records Management Programs. It encourages innovations and state-of-the-art technical solutions in managing information. Criteria may include, but is not limited to the following:

- 1) A Records Management Program that is staffed and funded sufficiently, has been instituted in a way to directly support the missions of the organization, and meets regulatory requirements.
- 2) Expansion of a Records Program to include Knowledge Management initiatives, such as oral histories, routine debriefings, and capture of other tacit information.
- 3) A sound Records Management Program that integrates technology in a way that significantly improves the success/effectiveness of Records and Information Management.

Supporting documentation should include, but is not limited to the following:

- Processes and procedures, including explanations of how the program is directly supporting program missions.
- Descriptions of knowledge management initiatives
- Staffing and funding charts
- Explanation of uses of technology.